



**AAMU EMPLOYEE DISCOUNT ADVANTAGE PROGRAM
Employee Discount Vendor Request form**

Vendor's Name: _____

Vendor's Website Address: _____

Vendor's Address: _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax _____

Person of Contact: _____ Contact Number _____

Contact Email: _____

Type of Service:

Apartment Rental Automotive Services Car Rentals Bookstore

Communication Services Computer Manufacturer Restaurant Services Retailer

Other: _____

Please give a complete description of discount offer, to include requirements and restrictions:

I certify that I am authorized to submit this Vendor Request Form.

Authorized Vendor: _____ **Date:** ____/____/____

FOR AAMU HUMAN RESOURCES OFFICE USE ONLY:

Approved Disapproved **Comments:** _____

Human Resources Representative _____ **Date:** ____/____/____

Please submit completed form by mail, email, or fax to:

**Alabama A&M University
Office of Human Resources
P.O. Box 305, Normal, AL 35762**

human.resources@facstaff.aamu.edu ~ Office: (256) 372-5835 ~ Fax: (256) 372-5881

Alabama A&M University permits vendors to offer their products and services at a special discounted rate to all AAMU Faculty and Staff Employees through the **AAMU Employee Discount Advantage (EDA) Program**. The AAMU EDA Program will allow employees to take advantage of special Discounts and savings that are usually greater than those offered to the general public. It will always give AAMU employees the opportunity to stretch their buying power. AAMU and selected vendors must comply with all terms governed under the AAMU EDA Program.

Expectations of Participating Vendors:

1. To participate in the **AAMU Employee Discount Advantage Program**, vendors must submit an application for approval. All discount programs must comply with the program guidelines.
2. Vendor discounted products must be meaningful and of value to all AAMU employees and shall not be gender bias.
3. Vendor cannot initiate unsolicited contact with AAMU employees at work locations.
4. Vendor's participation in the AAMU EDA Program shall not constitute an endorsement by AAMU for vendor's products or services.
5. Vendors must ensure discounts and/or savings are an added value or actual discount on products or services.
6. Vendor must contact the AAMU Benefits Manager regarding any changes or withdrawals of discounts within 7 business days of implementation of changes.
7. Vendor must ensure company's web link is easily accessible, to include company address, phone number, user id and password, and any limitations or restrictions that may apply to the discount.
8. Vendor must update website regularly to maintain effective communication of prices, products, and services offered.
9. Vendor shall comply with rules, regulations, policies, guidelines, and policies governed by Alabama A&M University and the state law, to include any licensing or certification requirements applicable to the provisions of a particular service.
10. Vendor is prohibited from the use of Alabama A&M University logos or seals, or implication of participation in the AAMU EDA Program is an endorsement of the provider's product.
11. Vendor must submit an annual report of employees' usage of the discount advantage program to human.resources@facstaff.aamu.edu.
12. Vendor shall not disclaim knowledge of or responsibility for the authenticity or legality of their product or services.
13. Vendor shall comply with applicable AAMU rules and regulations, guidelines and policies, and state law including any licensing or certification requirements applicable to the provisions or a particular service.
14. Vendors of student loans **may not** participate in the AAMU EDA Program nor offer any of its products or services.

Expectations of AAMU Human Resources Offices:

1. Upon the approval of request, vendor's web link will be made accessible on the AAMU HR Employee Discount page.
2. Vendors information will be publicize to all AAMU employees.
3. AAMU Human Resources reserves the right to prohibit vendor form participating or discontinue a vendor's participation without advance notice.
4. The AAMU Human Resources Office prohibits unmeaning offers pertaining to cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, tanning services or firearms.
5. If vendor's request is denied, the vendor will be notified. All decisions of the AAMU Human Resources Office are final. There is no appeal rights associated with the AAMU EDA Program.